

**POLICE DEPARTMENT
RECORDS DIVISION**

FLSA Classification: Non-Exempt

A. JOB TITLE - RECORDS SECRETARY

B. DEFINITION

To maintain accurate and up-to-date Police Department records and assist with public requests or complaints by phone or in person. This position uses a high degree of independent judgement. This position reports to the Division Chief -Services Division.

C. EQUIPMENT USED

- | | |
|----------------|-------------------|
| 1. Typewriter | 4. Adding Machine |
| 2. Copier | 5. Telephone |
| 3. Fax machine | 6. Computer |

D. JOB LOCATION

The job is performed in the Services/Records Division, a shared environment within the Mishawaka Police Department.

E. PHYSICAL REQUIREMENTS

Employee is required to stand, walk, bend, kneel, climb stairs, sit for extended periods and lift up to 40 pounds unassisted.

F. ENVIRONMENTAL/WORKING CONDITIONS

Employee is in shared office accessible to other departments. Can become noisy and crowded.

G. ESSENTIAL FUNCTIONS OF THE JOB

To keep files and cards of all Police Department activity up-to-date, data entry and help citizens requesting reports or assistance.

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

1. Take messages for employees
2. Assists Officers when necessary
3. Run and file records checks for gun permits, taxi licenses, solicitation requests, etc.
4. Answer telephone and assist with public requests.
5. Data Entry
6. Process gun permits.
7. Distribute mail
8. Payroll duties
9. Forward accident copies to State, City offices and insurance companies.
10. Accountable for incoming monetary receipts.
11. Cross reference cases to arrests/property receipts/impounds.
12. Prepare cases for submission to prosecutor's office.
13. Forward victim information to Real Services.
14. Forward cases to St. Joseph County Humane Society.

I. REQUIRED KNOWLEDGE AND ABILITIES

1. Ability to courteously and effectively deal with co-workers and the public
2. Ability to use office machines
3. Proficiency in typing
4. Good telephone skills
5. Good spelling skills

J. QUALIFICATIONS

1. High school diploma or equivalent
2. Clerical experience preferred

Employee Signature

Date

Department Manager

Date

Revised 1/28/11